

# PERALTA COMMUNITY COLLEGE DISTRICT – May 2013

## CLASSIFIED JOB DESCRIPTION

### DISTRICT CHILD CARE PROGRAM COORDINATOR

**(Local 1021/Range 114)**

**Job Code: 998**

#### POSITION SUMMARY

Under direction, the District Child Care Program Coordinator is responsible for the overall coordination and oversight of the day-to-day operation of the District's Child Care and Development Centers.

#### EXAMPLES OF ESSENTIAL DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinate and oversee the various components of the District's Child Care and Development Centers at Laney College and Merritt College.
- Coordinate the implementation of the district/state/federal policies and procedures and ensure they are applied consistently at each of the District's Child Care & Development Centers.
- Ensure current and consistent documentation is used at each of the District's Child Care & Development Centers.
- Maintains high quality children's educational programs consistent with standards in the field of Early Childhood Education.
- Develops contacts with external community agencies such as the Department of Education, Child Development Department; State Child Care Food Program; Department of Social Services, Community Care Licensing; Alameda County Health & Welfare Department; Child Development Consortia; and other city, county, state and community agencies.
- May assist with interviews and recommendations for hiring of Children's Center staff.
- Interprets and applies federal, state, and local regulations appropriately.
- Conduct interviews and intake sessions, admit children following established eligibility guidelines.
- Conduct parent and staff orientations and education classes.
- Works collaboratively with college departments, administrators, staff, and students to schedule Center services to meet the needs of student parents.
- Monitors student parents to ensure successful and timely completion of academic and vocational training programs.
- Coordinates schedules for student parents, work-study students, interns, and volunteers for child care services and employment.
- Coordinates activities with campus staff, work-study students, job placement and other support services.
- Creates and maintains referral contacts for social services needed by student parents.
- May serve as a representative on college, district, community, regional and state committees, boards and agencies.
- Attends conferences related to early childhood education and the Children's Center program, and keeps current with trends and new developments in the field.

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- Works cooperatively as a member of the college student services team.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Possession of a bachelor's degree from an accredited college or university in Child Development or Early Childhood Education, OR a bachelor's degree from an accredited college or university with major academic course work in Child Development, Early Childhood Education or a closely related field of study, AND four (4) years of experience in planning and implementing a child development program for preschool children.
2. Possession of a valid Child Development Program Director Permit (Multi-Site) issued by the State of California Commission on Teaching Credentialing is required as a condition of employment.
3. Knowledge and some proficiency in the operation and use of personal computers.
4. Knowledge of and experience with coordinating child development program planning, organizing, directing, evaluating, budgets, administration and control; principles of employee training and supervision; and community relations.
5. Must possess an understanding, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### DESIRABLE QUALIFICATIONS

- Possession of a master's degree from an accredited college or university in Child Development or Early Childhood Education.
- Ability to work effectively within a teaching structure and related to parents, students and staff of various backgrounds.
- Ability to plan classroom environments conducive to positive child growth and development.

### ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with people.

### PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs.
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body.
- Occasional use of manual dexterity.
- Occasional use of tactile acuity.
- Occasional use of visual acuity from a distance, with depth, and for color.
- Frequent work at a rapid pace.
- Frequent reaching, high, low, and level.
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.

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- Constant sitting.
- Constant use of clear oral communication.

**TOOLS AND EQUIPMENT USED**

- Personal computer.
- Facsimile machine
- Copier.
- Printer.
- Other standard office equipment.